



**CITY OF MILPITAS**  
**invites applications for the position of:**

## **Public Works Manager**

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**SALARY:** \$56.33 - \$78.86 Hourly  
\$4,506.05 - \$6,308.46 Biweekly  
\$9,763.11 - \$13,668.33 Monthly  
\$117,157.30 - \$164,019.96 Annually

**DEPARTMENT:** Public Works

**DIVISION:** Maintenance Administration

**OPENING DATE:** 07/20/20

**CLOSING DATE:** 08/21/20 11:59 PM

**DEFINITION:**

### **The Community**

Located at the southern tip of the San Francisco Bay, Milpitas is a progressive community that is an integral part of the Silicon Valley. With a diverse resident population of 78,106 the City of Milpitas sees each of the approximate 432 full-time equivalent employees as committed to accomplishing the community's vision by providing fiscally sound, superior services.

Milpitas has been recognized as one of the top 10 Best Cities for Science, Technology, Engineering and Mathematics (STEM) Workers, approximately 28% of the jobs are in the STEM category. according to the US Census, Milpitas was the 8th fastest growing city in the United States, and the 2nd fastest growing in California. Milpitas also boasts the 3rd highest job growth among the 515 qualifying cities by Wallet Hub. Milpitas is home to an industrious and well-educated community with an average household income exceeding the County average. The homeownership rate is close to 65% and the housing market in Milpitas remains affordable relative to the majority of Santa Clara County.

Milpitas is at the heart of Silicon Valley and is often called the "Crossroads of Silicon Valley" with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. With existing light rail and BART extension opening in 2019, the transit hub adjacent to the Great Mall facilitated high density transit-oriented development with over 2,100 units being built. There are approximately 1,790 acres, or 2.9 square miles designated for various industrial uses.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations. Several local shopping centers service regional needs including Asian-oriented retail and services. The City provides a multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, youth and senior programming and activities.

### **The City Government**

Incorporated in 1954, the City of Milpitas is a bustling general-law city supervised by a council-manager form of government. Milpitas is a full-service city which includes Police, Fire, and a water utility and sewer utility. The Council makes planning and policy decisions for residents and oversees the City's \$253.2 million budget. Issues currently challenging the City include development, quality of life, and traffic. We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

### **The Opportunity**

The Public Works manager position receives general direction from the Public Works Director. Primary responsibilities of the position will be to direct, plan, organize, supervise, coordinate, and evaluate the maintenance operations of the Public Works Department including streets, utilities, facilities, parks, fleet, and street landscape maintenance; provide high level staff and technical support relative to departmental maintenance operations; assist in the determination of overall policy for the department and individual functions; ensure all activities are performed in compliance with all applicable regulatory, operational, procedural and budget guidelines; and coordinate necessary activities with other City departments, outside agencies and the general public.

Depending on the background, experience and expertise of the successful candidate, primary responsibilities would be to oversee a combination of either the streets, parks, facilities, fleet, and/or trees and landscape divisions.

This position is a management position which will oversee up to 20 public works staff comprised of various maintenance worker classifications. The incumbent should have solid experience in personnel management, day to day operations and contractual management. Experience in budget preparation and computerized maintenance management systems (CMMS) is highly desirable.????

### **EXAMPLES OF DUTIES:**

#### **What You'll Do**

*duties may include, but are not limited to, the following:*

- Direct, oversee and participate in the development of the department work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Ensure safe, efficient, and effective compliance with local, state and federal laws, rules and regulations.
- Direct the preparation of a variety of studies and reports relating to current and future public infrastructure, facility, and utility operation needs, including equipment and repair needs; develops specific proposals and recommendations to meet these needs; provides technical assistance to staff.
- Assist in the deployment and coordination of personnel and equipment in emergency situations.
- Confer with department personnel, other appropriate City staff, and other agencies with regard to projects and special events.
- Prepare reports and make presentation to the City Manager, City Council, or other commissions.
- Prepare the division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing; equipment, materials and supplies; administer the approved budget.

### **TYPICAL QUALIFICATIONS:**

#### **Education:**

Completion of high school, supplemented by professional development activities such as training classes or specialized programs related to the maintenance or management fields.

An Associates Degree is highly desirable. Additional qualifying experience may be substituted with education on the basis of one year for 30 semester, with a maximize 2 years substitution.

**Experience:**

Eight (8) years of increasingly responsible experience involving the construction and maintenance of a variety of public facilities and equipment including two years of significant supervisory responsibilities.

**License and Certificates:**

Possession and maintenance of valid California Driver's License is required.

**Special Requirements**

*Essential duties require the following physical abilities and work environment.*

Typically, work is performed in an office environment and at construction sites; exposure to outdoor elements; extensive use of the telephone and radio; repetitive keyboarding on a computer; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone; some exposure to construction related chemicals and products.

**SUPPLEMENTAL INFORMATION:**

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.ci.milpitas.ca.gov>

Position #2020-0018  
PUBLIC WORKS MANAGER  
JB

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Milpitas, CA 95035  
408-586-3090

[calopps@ci.milpitas.ca.gov](mailto:calopps@ci.milpitas.ca.gov)

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**Public Works Manager Supplemental Questionnaire**

- \* 1. What do you think are the biggest challenges for the Public Works Department? Based on your experience and expertise why do you think you would be a good fit for this position?
- \* 2. Please describe how you use data when making decisions. Specifically, what role does data play in innovating the way services are provided? Please give an example.
- \* 3. Describe at least two instances of solutions you provided which made a specific project, service or organization operate more efficient or effective.
- \* 4. Describe your experience working with and monitoring a comprehensive maintenance management system (CMMS) for multi-year maintenance assets, repair/replacement programs, and for all Public Works Maintenance within a municipal environment.
- \* Required Question